



REQUEST FOR APPLICATIONS (RFA)

Early Comprehensive Learning Program (ECLP)

Released January 26, 2004

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IMPORTANT DATES

Release of RFA:	Monday, January 26, 2004
Mandatory Applicant Workshops:	Tuesday, February 17, 2004 from 2 P.M. - 4 P.M., at Stockton-San Joaquin County Caesar Chavez Central Public Library, Stewart-Hazelton Room, 605 North El Dorado Street, Stockton Ca, 95202. To attend you must RSVP to First 5 San Joaquin Office by 1 P.M. on Thursday, February 12, 2004 . Please use Form A (see Appendix) to RSVP.
Commitment to Apply form due:	Tuesday, February 24, 2004 by 1 P.M. Please use Form B (see Appendix).
Concept Papers due:	Monday, March 15, 2004 by 1 P.M.
Responses to Concept Papers issued:	April 1, 2004
Appeals due:	Friday, April 9, 2004 by 1 P.M.
Second review panel (if necessary for appeals):	Week of April 26, 2004
Recommendations to the Commission of top ten candidates:	Thursday, May 13, 2004
Interviews Scheduled for top 10 applicants:	May 20 or 21, 2004 from 9 A.M.–5 P.M. (location TBA)
Notification of review panel recommendations of top six candidates:	Week of May 24, 2004
Recommendation to Commission on top six candidates:	Thursday, June 10, 2004
Planning contracts begin:	June 2004
Award recommendations on full proposal to Commission:	Thursday, September 9, 2004
Board of Supervisors awards contracts:	September 2004
Contracts begin:	September 2004

The Board of Supervisors will make the final awards and will be party to all contracts. Award recommendations to the Commission may occur earlier than stated, in the event that there are no appeals of review panel recommendations.

Dates are subject to change with notification.

IMPORTANT CONTACT INFORMATION

For questions about this RFA or the Commission, you may contact Lani Schiff-Ross, Children and Families Program Coordinator, at:

First 5 San Joaquin
11 S. San Joaquin St, Ste 301
Stockton, California 95202

(209) 953-KIDS (5437) Telephone
(209) 468-8917 Fax
sickids@co.san-joaquin.ca.us

INTRODUCTION

San Joaquin County Children and Families Commission (also known as First 5 San Joaquin) is requesting Request For Applications for the Early Comprehensive Learning Program (ECLP) from non-profit organizations, for-profit businesses, government agencies, and public and private schools to coordinate, develop, implement, and sustain a system of collaborative services and programs aimed at enhancing child care and parent education activities in high priority communities.

Funding is made available from the tobacco sales tax that created the California Children and Families Act (Proposition 10). The Act established this funding to promote, support, and improve early childhood development for children from **prenatal up to age 5** through programs that emphasize family support, parent education, child care, and health services.

SCOPE OF FUNDING

Funding is available for up to six communities, at \$500,000 per year for up to three years for a total of nine million dollars. **These funds cannot supplant State or Federal funds.** The Commission established the following four objectives for the Early Comprehensive Learning Program. Successful applications must show how each objective will be addressed.

- The supply of affordable quality child care is expanded
- Child care providers participate in Early Care and Education (ECE) opportunities that improve their training and education in early childhood development
- Health and social services are integrated into child care settings
- Parental skills and knowledge in high need areas in San Joaquin County are increased

DEFINITIONS

For the purposes of this document,

Child care refers to any consistent, non-parental early education program for children younger than five (5) years. Child care programs are generally split into two categories, Child Care Centers and Family Child Care, both of which can be targeted through programs funded through ECLP funding. Child Care Centers are licensed centers that provide care at a business or institution. Family Child Care is licensed child care in the home of a caregiver. Preschool programs and established child development centers (i.e. Head Start) also qualify under this initiative. To also qualify under this initiative, the organization or its staff providing these services must have had at least one (1) year experience.

Early literacy refers to activities that encourage children in reading, writing, and conversation skills that help prepare them for school.

Child development refers to understanding the ages and stages of children.

Communities are defined as those in the attendance boundaries by a school with a 2001-2002 Academic Performance Index (API) score of five or less. There are currently 78 schools that meet this criteria. (Complete list of schools included in Attachment A).

School Readiness refers to the National Education Goals Panel definition as “children’s readiness for school, schools readiness for children, family and community supports, and services that contribute to children’s readiness for school success” (for additional information, please refer to the California Children and Families Commission website at www.cafc.ca.gov).

Early care and education refers to the quality care and education of children birth to five years of age.

Collaborations refer to organizations, business, government, and community members working jointly with each other on a common endeavor.

Quality child care is defined as meeting criteria established by the National Association of the Education of Young Children (NAEYC). For additional information, visit their website at www.naeyc.org. A copy of the indicator will be handed out at the Mandatory Workshop.

GENERAL BACKGROUND

Current research suggests that early interaction between primary caretakers and their young children is crucial in determining the child’s success later in life, particularly with respect to school readiness. A child’s experiences in the first three years of life greatly affect the rest of his or her life, 85% of brain development

occurs by age three. The early home environment is the child's first school and the primary caretakers are the child's first teachers. However, many parents are unfamiliar with the importance of early brain development; they are also unaware of the possible techniques that they may employ to stimulate their child's cognitive and social development. Indeed, parents often comment that they want the best for their children, but they often are unsure of the best ways to help their children.

Data indicates parents in San Joaquin County face formidable challenges. Families often lack extended family and community support systems. Most parents are in the work force, many out of economic necessity. Increasingly busy parents have limited time with their children – over 50% of San Joaquin County's households have two parents who work outside the home.

The value of quality child care is well documented. Children who receive quality early care and education enter school ready to learn and have better social skills, fewer grade retentions, and higher high school graduation rates.

According to the California Child Care Resource & Referral Network, over 24,000 California children birth to five live in families with a single employed parent or two working parents. These children require child care while their parents work. The average cost of child care for an infant is \$6,879.00 per year or 18% of the average family income in the county (\$38,218). Care for two children increases to 31% of the average family income.

Through community input it has been determined that there is a need for increased access to quality child care in San Joaquin County, particularly for low-income families. As a result, in response to these community needs, the Commission is releasing this RFA to solicit partners in improving access to quality child care and parent education, for all children birth to five and their families, regardless of income.

CONTRACT TERM

Organizations may propose projects and request funding for a three-year period. Funding is not guaranteed for multiple years; funding beyond the first year for multi-year projects will depend on the contractor's satisfactory progress in meeting the scope of work objectives in the first year, as well as re-evaluating the stated needs.

Organizations will enter into a contract with the County of San Joaquin. This is a cost reimbursement contract, with backup documentation needed for reimbursement. There is an allowable one-month advance if the organization so requests.

WHO CAN SUBMIT APPLICATIONS

It is recognized that no single organization will have the expertise in all areas of the scope of work and that a well-qualified applicant will need to collaborate with other organizations. Strong interdisciplinary and interagency partnerships will be required to ensure a continuous, effective program to coordinate, develop, implement, and sustain a system of collaborative services, programs, and informal supports enhancing child care and parent education activities in high priority communities.

The Commission is interested in providing funding to community/organizational collaborations that address the stated objectives. Non-profit organizations, for-profit businesses, government agencies, and public and private schools are eligible to submit proposals as the lead entity in response to this funding. The lead agency agrees to take full responsibility for fiscal and program reporting.

A crucial component will be working with community agencies that have current services in areas identified as targeted 'service sites' to promote linkages and coordination and collaboration. **For the purposes of this funding, the lead agency must have a fiscal relationship with at least two sub-contractors or partners.**

The priority for ECLP Funds as targeted 'service sites' are communities in the attendance boundaries of a low-performing schools with a 2001-2002 *Academic Performance Index (API)* score of five or less. There are currently 78 schools that meet this criteria. (Complete list of schools included in Attachment A.)

PROGRAM OVERVIEW

Organizations must apply for funding to impact all of the following four objective(s). Proposals must clearly state the objectives and strategies to be addressed in the funded program.

- The supply of affordable quality child care is expanded
- Child care providers participate in Early Care and Education (ECE) opportunities that improve their training and education in early childhood development
- Health and social services are integrated into child care settings
- Parental skills and knowledge in high need areas in San Joaquin County are increased

The Commission understands that in some high need areas a number of these objectives might already be addressed through other funding or programs. The Commission is interested in partnering with these programs and not duplicating services. When applying for this RFA, it is important that you describe the current programs that address these objectives, as well as the strategies that you plan to

implement that will enhance those objectives and impact the objectives not addressed through other programs. The Proposed Strategy Impact Form (Form D) is provided to help you demonstrate the impact of your strategies on the objectives.

Program Elements

Successful applicants will need to encompass the following elements to their programs:

- **Parental involvement** – It is critical that parents and other caregivers of children from diverse backgrounds and with diverse abilities have meaningful roles in the planning, delivery and evaluation. This may include but is not limited to advisory boards, civic engagement strategies with parents, parental workshops on school readiness issues and quality child care issues. Applicants must have had at least one parent meeting before applying for this funding.
- **Cultural competency** - This may include but is not limited to training providers on cultural competency, use of brochures at an appropriate literacy level, training on child care providers on these issues, training on special needs and inclusion.
- **School Readiness** - Programs that improve the ability of families, schools, and communities to prepare children to enter school ready to succeed. Children who are healthy and emotionally, socially, and cognitively ready for school are much more likely to have a successful school experience.
- **Quality early care and education** - This may include but is not limited knowledge of appropriate child development practices and incorporation of State of California Pre-Kindergarten guidelines.
- **School-based/school-linked services** -This may include the restructuring and coordinating of the delivery of quality early care and education, health and social services, parental education, as well as improve schools' readiness for children through family-friendly environments in school-based or school-linked settings.

The goal of this RFA is to disburse the funds into the community using a process that is different from the traditional Request for Proposal (RFP) process. The Request for Application will include a three-phase process.

- The first phase is the submission of a brief Concept Paper. The second phase will consist of interviewing those applicants with the ten highest scores, in order to narrow the selection to six community groups. Each application will be scored on the thoroughness of the Concept Papers and the oral presentation. In the third phase, the top six applicants will be provided with planning funds of \$1,000. The applicants will be given some flexibility to use the funds to address their areas of needs (i.e. community outreach and collaboration building).

- Applicants must have had at least one parent involvement meeting before submitting this Concept Paper. The purpose of the meeting will be to solicit feed back from the community on the planning, delivery and evaluation of the proposed program. A sample attendance sheet will be handed out at the Mandatory Workshop.

Evaluation

Organizations offered contracts under this RFA will manage and monitor their projects on an ongoing basis to ensure quality and timely work. The Commission's plan for evaluation combines the State and local Commissions' requirements for assessing the impact of services to establish process measures and to create baseline data. In order to demonstrate that strategies and activities are resulting in their intended outcomes, contracted providers will be required to collect and report data about actual numbers served, service users, and changes in their status over time. To do this, data must be collected in a consistent manner. Systematic use of appropriate instruments and appropriate evaluation design can document indicators of program effectiveness. Service providers will be responsible for collecting basic information about those who use services, the services provided and the impact of those services. To ensure that contracted organizations have the capacity to evaluate their services effectively, the Commission will provide evaluation assistance to contracted agencies.

Contractors will be able to work with Harder+Company, evaluation consultants for First 5 San Joaquin, during the planning stage of this funding opportunity. Harder+Company will provide technical assistance on data collection methodologies, data management, analysis, report writing, data collection, and the design and/or recommend standardized tools and data sharing agreements among programs and agencies. In addition, Harder+Company will help design, implement the evaluation framework for this initiative, and assure capacity of newly funded programs to collect and report data to the Commission.

Contractors will be required to work with the Corporation for Standards and Outcomes (CS&O) to manage their evaluation systems. CS&O has developed a comprehensive approach to managing the design, implementation and maintenance of an Outcomes Collection, Evaluation and Reporting Service (OCERS) for the Commission. OCERS is a unique combination of services and technology currently being used in several counties that allows Commissions to collect, analyze, evaluate and report both client and program level outcome data on funded programs through a centralized Internet application.

WHAT IS *NOT* INCLUDED IN THIS INITIATIVE

Items that cannot be included in the budget request for this Initiative are the following:

- **Personnel:** Funds cannot be requested for general positions/staff support of individuals not directly involved with working with children (e.g. faculty advisors, staff with no administrative responsibilities for this contract, and Executive Directors. It is expected that these positions will appear under “Indirect Expenses”).
- **Vehicles:** Funds cannot be used to purchase vans, cars, or other vehicles; vehicle maintenance costs are acceptable.
- **Capital expenses:** Funds cannot be used for fixed assets or stationary items, such as fences, buildings, or renovations.
Only “items that can be removed and/or used again,” such as playground equipment may be requested from the Commission.

APPLICANT’S WORKSHOP

A mandatory Applicant’s Workshop will be held on the date shown below. **To be eligible to submit a proposal, you must attend this meeting.**

**Tuesday, February 17, 2004
2 p.m.–4 p.m.,
Stockton-San Joaquin County
Cesar Chavez Central Library
Stewart-Hazelton Room
605 North El Dorado Street
Stockton Ca, 95202**

To attend you must RSVP to First 5 San Joaquin Office by 1 p.m. on Thursday, February 12, 2004. Please use Form A (see Appendix) to RSVP.

The purpose of the Applicant’s Workshop is to answer questions and provide an overview of the RFA. It is not intended to provide technical assistance to organizations on how to prepare proposals.

A summary of the questions answered about this RFA (either at the Applicant’s Workshop or from previously submitted questions and the responses) will be sent to everyone who attends the workshops. The written summary will be the official response to all questions. If it becomes necessary for the Commission to modify

this RFA before the proposal submission deadline, the Commission will send an addendum (a supplement) to all persons/organizations who attended the Applicant's Workshop. Questions regarding the RFA must be submitted within five (5) working days after the applicant's workshop. All attendees of the workshop will receive a written response to questions from the workshop and questions asked within the above stated timeline. The answers will be mailed to all attendees within one week after the above stated timeline.

Please complete and return the RSVP Form A, by 1 P.M. on Thursday, February 12, 2004. Registration is required to attend a workshop. Any agency interested in serving as the lead agency must attend the workshop.

Other organizations that are not interested in a lead agency role, but might be interested in collaborating with another organization for this RFA are welcome to attend the Applicant's workshop and set up informational booths. This is an opportunity for the lead agencies to "match up" with potential subcontractors who may bring a specific expertise to the community.

COMMITMENT TO APPLY FORM

This form will give the Commission information about interested organizations, the potential collaborative structure, and the scope and types of services they may provide. Additionally, this form will assist the Commission to identify reviewers who would not have a perceived conflict of interest. **All organizations interested in applying as the Lead agency for this proposal must submit a Commitment to Apply form by 1 p.m. on Tuesday, February 24, 2004. Applicants not submitting the Commitment to Apply form will not be considered for funding.**

CONCEPT PAPER

The Request for Application will include a three-phase process.

- The first phase is the submission of a brief Concept Paper that is due Monday March 15, 2004.
- The papers with the ten highest scores will be interviewed, in order to narrow the selection to six community groups. Each application will be scored on the thoroughness of the Concept Paper and oral presentation.
- The top six applicants will then be provided with planning funds of \$1,000 to spend up to the next three months working with the agencies, communities and collaboratives to design a program, negotiate final scopes of work and budgets that will be submitted to the Commission for approval. The applicants will be given some flexibility to use the funds to address their areas of needs (i.e. community outreach and collaboration building).

CONCEPT PAPER GUIDELINES

In order to be eligible for funding under this RFA, an organization must first send a Concept Paper. A separate Concept Paper is required for *each* proposal submitted. A Concept Paper is a brief conceptual 'snap-shot' of the proposed project.

The Concept Paper Narrative must not exceed six (6) double-spaced, single sided pages with no smaller than 12-point type with at least one-inch margins on all sides. No attachments, unless specifically stated in this RFA. Please include one original and four copies of your Concept Papers.

Your Concept Paper must include all of the following items (not included as part of the six (6) pages):

- Application Form: Concept Paper (Form C)
- Proposed Strategy Impact Form (Form D)
- Concept Paper Narrative (must not exceed six (6) double-spaced, single sided pages)
- Technical Assistance Request Form (Form E)
- Collaborative Membership Form (Form F)

Concept Papers and all copies must be mailed or hand delivered, not faxed or e-mailed, and be received by the Commission at the address below by **1:00 p.m., Monday, March 15, 2004**. Late responses will not be read.

Lani Schiff-Ross, Children and Families Program Coordinator
First 5 San Joaquin
11 S. San Joaquin St, Ste 301
Stockton, California 95202

The **Concept Paper Narrative** must address the following points in order:

1. Describe the lead organization's mission, primary activities pertinent to the proposed project, and current annual operating budget. Briefly, describe the role and experience of each collaborative partner (at a minimum, the funded agencies, and may also include the non funded agencies). (15 pts)
2. Describe the specific need(s) to be addressed by your proposed project, including a description of the particular community, group, or other audience the proposed activities are intended to benefit. (30 pts)
3. Describe the overall goal(s) and primary activities you are proposing and clearly identify how these goals will address the Early Learning Comprehensive Program goals and overarching themes. (35 pts)
4. Describe how the proposed project will integrate with relevant existing systems of care to enhance coordination and avoid duplication. (20 pts)

CONCEPT PAPER REVIEW PROCESS

Shortly after the submission deadline a community panel consisting of members recommended by the Commission, will read and score each Concept Paper. Panelists will be familiar with San Joaquin County and services for young children and their families. They will be trained to use a rating scale developed by the Commission and assign scores to each application that may range from 0 to 100 points.

The top ten Concept Papers with a score of 75 points or higher will be selected for an interview/oral presentation. The review panel and Commission staff will make recommendations for funding to the Commission. Concept Papers are also judged by Commission staff on the following criteria:

- Responsiveness to the Commission's goals and objectives
- Responsiveness to the requirements of the RFA
- Rationale for the need
- Non-duplication of services
- Integration with other systems
- Review panelists' concerns

APPEALS

The responses to the Concept Paper will be issued to the applicants the week of April 1, 2004. Applicants who believe their proposal was not recommended because the RFA process was not followed may submit a written appeal. The appeals review panel will review appeals based on nonconformance with the RFA process.

In addition to the appeal contesting compliance with the RFA process, applicants whose scores are within five (5) points of the funding criteria (70-74) may request a second reading of the proposal, which will be conducted by a different review panel.

The appeal letter, which must specify what rule, process, or policy was violated, or requests for a second reading must be mailed or hand-delivered, not faxed or emailed, to:

Lani Schiff-Ross, Children and Families Program Coordinator
First 5 San Joaquin
11 S. San Joaquin St, Ste 301
Stockton, California 95202

The Commission at the above address by 1:00 p.m. on Friday, April 9, 2004 must receive all appeal letters, or requests for a second reading. Late responses will not be read.. A committee appointed by the Chair of the Commission will review

appeal letters. The results will be presented to the Commission at the next regularly scheduled Commission meeting on Thursday, May 13, 2004.

TECHNICAL ASSISTANCE

Once the Commission has identified the top six applicants through the Concept Papers and interview/oral presentation process, each applicant will have access to “free” technical assistance provided by First 5 staff and/or its consultants.

Technical assistance includes, but is not limited to, guidance on identifying collaborative partners; how to design and implement a thorough needs assessment; how to involve parents in the planning, design and implementation of the proposed program; developing appropriate program strategies based on the needs assessment inclusive and sensitive to special needs of children and the cultural and linguistic characteristics of communities, and identifying other possible funding streams. Technical assistance can be delivered in a variety of fashions (i.e. face-to-face, phone, group meeting, fax, e-mail, etc.).

MISCELLANEOUS INFORMATION AND REQUIREMENTS

1. This RFA is only an *invitation* to submit applications and does not commit the Commission to enter into contracts. The Commission reserves the right to reject any or all proposals, or to modify the amount of funding requested consistent with the goals and guiding principles expressed in the Strategic Plan.
2. The organization submitting an application agrees that by submitting an application it authorizes the Commission to verify any or all information in the application.
3. The Commission reserves the right, after contract award, to amend the resulting contract as needed throughout the term of the contract to best meet the needs of all parties.
4. It is important for organizations to have adequate computer capacity to carry out projects in this Initiative as well as participate in Commission evaluation activities. All organizations receiving a contract under this RFA must have the following minimum computer specifications at the start of the contract period:
 - Processor: Pentium® 266 MHz, it's equivalent or higher
 - Random Access Memory (RAM): 32 MB or greater
 - Hard Disk Space: 100-300 MB available
 - CD Drive
 - Display: Color monitor that supports a minimum of 800x600 dpi screen resolution and a minimum of 256 colors
 - Operating System: Windows® NT 4.0, or Windows® 2000
 - Application Suite: Microsoft® Office 97 (SR-2), or Microsoft® Office 2000
 - Internet Browser: Microsoft® Internet Explorer 5.0 or greater with 128-bit encryption

- Internet Connection: Dial-up connection at 56 Kbps or higher. Dedicated connection via LAN, Cable Modem, DSL, Frame Relay, or T1

Organizations that do not have these minimum computer specifications may request funds in their budgets for this purpose.

CONTRACT TERMS AND CONDITIONS

The successful applicants will be required to enter into a contract with the County that may incorporate by reference this RFA as well as the applicant's response to this RFA. The contract resulting from this RFA will go before the Board of Supervisors for approval. Copies of a template contract will be available at the Applicant's Workshop.

In addition, applicants must assure that they prohibit smoking and disposal of tobacco products in children's playgrounds, tot lots, and agencies. For the purpose of this RFA, a children's playground implies any child care home, center, or agency funded under this RFA.

Some of the draft contract provisions are as follows:

A. Term

The contract will be for the period of one to three years. No funds shall be spent until formal notification of contract approval by the Program Coordinator takes place. Expenditures must occur after contract approval.

B. Type of Contract

Proposals may be negotiated to determine reasonableness of cost.

C. Purchase of Equipment

All equipment and furniture purchased for this program with funds provided by San Joaquin County are property of San Joaquin County and will be returned to San Joaquin County upon termination of the contract. All equipment purchased must comply with State and Federal safety standards.

D. Monitoring and Audit

Monitoring will be done in the areas of contract compliance, performance, achievement of goals, objectives in service levels, and financial reporting to ensure that funds are expended legally, properly, and efficiently. Written fiscal and programmatic reports from the CONTRACTOR shall be required. This will also include site visits to the agency.

The CONTRACTOR'S financial and case records are subject to audit and monitoring. The contractor(s) assures that complete and accurate records justifying all actual and accrued expenditures, leaving a clear audit trail to the origin shall be maintained by the CONTRACTOR (S). CONTRACTOR (S) must agree to retain and make available to San Joaquin County all program and fiscal records for a period of five (5) years following the termination of the agreement, or until audit and subsequent audit resolution processes have been completed, whichever is later.

E. Insurance

The CONTRACTOR shall maintain in force at all times during the performance of this agreement, Workers' Compensation Insurance and a policy or policies of comprehensive general liability insurance covering all of its operations including, but not limited to, public liability, property damage, and any liability incurred under this agreement, with not less than \$1,000,000 single limit liability and such insurance shall be primary. A certificate satisfactory to the San Joaquin County Children and Families Commission evidencing the maintenance of such insurance coverage shall be filed with the San Joaquin County Children and Families Commission prior to the provision of any services pursuant to this Agreement. The San Joaquin County Children and Families Commission shall be given notice in writing at least 30 days in advance of cancellation, modification, or reduction of coverage. The certificate shall name the County, the San Joaquin County Children and Families Commission, their officer, agents, servants and employees as additional insureds. All insurance shall be in a company or companies authorized by law to transact insurance business in the State of California.

F. Indemnification

The CONTRACTOR shall defend, indemnify and save harmless the County, the San Joaquin County Children and Families Commission, their officers, agents and employees from any and all claims, demands, damages, costs, expenses, judgments or liability arising out of this agreement or attempted performance of the provisions hereof, including, but not limited to those predicated upon theories of violation of statute, ordinance or regulation, professional malpractice, negligence or recklessness, including negligent or reckless operation of motor vehicles or other equipment, furnishing of defective or dangerous products or completed operations, premises liability, violation of civil rights and also including any adverse determination made by the Internal Revenue Service or the State Franchise Tax Board with respect to the CONTRACTOR'S "independent contractor" status that would establish a liability for failure to make Social Security and income tax withholding payments, or any act or omission to act, whether or not it be willful, intentional, or actively or passively negligent on the part of the CONTRACTOR or his agents, employees, or other independent contractors directly responsible to the CONTRACTOR; providing further that the foregoing shall apply to any wrongful acts or any active or passively negligent acts or omissions to act, committed jointly or concurrently by CONTRACTOR or CONTRACTOR'S agents, employees or

other independent contractors and the County, the Commission, their agents, employees, or independent contractors. Nothing contained in the foregoing indemnity provision shall be construed to require indemnification for claims, demands, damages, costs, expenses, or judgments resulting solely from the negligence or willful misconduct of the County or the San Joaquin County Children and Families Commission.

G. Notification of Changes in License

If the CONTRACTORS' nonprofit, business, or child care license is suspended or terminated, the CONTRACTOR must notify the Commission within one week of this change.

H. Termination

The Commission may terminate for default or breach of this contract or any other contract the CONTRACTOR has with the County, if the CONTRACTOR, or the CONTRACTOR'S employees are determined, on behalf of the Commission, by the county not to be in compliance with the conditions set forth in this RFA. The Commission or the CONTRACTOR may terminate this contract on 30 days prior written notice.

Attachment A

**SAN JOAQUIN COUNTY
ACADEMIC PERFORMANCE INDEX
2001-2002**

School With API Scores From 1-5

School	District	Zip	2001-02 API Score
Collegeville	Escalon	95205	4
Farmington	Escalon	95230	5
Holt	Holt	95206	1
Lincoln	Lincoln	95207	3
Village Oaks	Lincoln	95207	3
Williams	Lincoln	95207	4
Colonial Heights	Lincoln	95209	5
Glenwood	Linden	95215	4
Linden	Linden	95236	5
Waterloo	Linden	95215	5
Heritage	Lodi	95240	1
Lawrence	Lodi	95240	1
Oakwood	Lodi	95209	2
Parklane	Lodi	95210	2
Southerland	Lodi	95210	2
Washington	Lodi	95240	2
Beckman	Lodi	95240	3
Clairmont	Lodi	95210	3
Creekside	Lodi	95209	3
Nicholas	Lodi	95240	3
Wagner-Holt	Lodi	95209	3
Westwood	Lodi	95210	3
Houston	Lodi	95220	4
Live Oak	Lodi	95240	4
Davis	Lodi	95212	5
Lockford	Lodi	95237	5
Tokay Colony	Lodi	95240	5
Victor	Lodi	95243	5
French Camp	Manteca	95231	2
Sequoia	Manteca	95336	3
Lathrop	Manteca	95330	4
Lincoln	Manteca	95336	4
Widmer	Manteca	95330	4
Brockman	Manteca	95337	5
Cowell	Manteca	95336	5
Golden West	Manteca	95336	5

Attachment A

**SAN JOAQUIN COUNTY
ACADEMIC PERFORMANCE INDEX**

2001-2002

School With API Scores From 1-5

School	District	Zip	2001-02 API Score
Great Valley	Manteca	95206	5
Hafley	Manteca	95336	5
Knodt	Manteca	95206	5
New Haven	Manteca	95336	5
Shasta	Manteca	95336	5
New Hope	New Hope	95686	1
New Hope Charter	New Hope	95686	4
El Dorado	Stockton	95203	1
Garfield	Stockton	95206	1
Grunsky	Stockton	95205	1
Huerta	Stockton	95206	1
Monroe	Stockton	95206	1
Nightingale	Stockton	95206	1
Roosevelt	Stockton	95205	1
Van Buren	Stockton	95206	1
Cleveland	Stockton	95204	2
Fillmore	Stockton	95205	2
Grant	Stockton	95206	2
Hoover	Stockton	95204	2
King	Stockton	95205	2
McKinley	Stockton	95206	2
Montezuma	Stockton	95206	2
Taylor	Stockton	95206	2
Victory	Stockton	95203	2
Adams	Stockton	95207	3
Elmwood	Stockton	95205	3
Harrison	Stockton	95205	3
Kennedy	Stockton	95210	3
Madison	Stockton	95204	3
Washington	Stockton	95203	3
Hazelton	Stockton	95206	4

APPENDIX OF FORMS



**RSVP (Form A)
APPLICANT'S WORKSHOP**

Applicant Organization: _____

Contact Person _____ Address _____

City _____ Zip Code _____

Phone _____ Fax _____ E mail _____

Applicant's Workshop

Tuesday February 17, 2004
2 P.M. – 4 P.M.

Stockton-San Joaquin County
Caesar Chavez Central Public Library,
Stewart-Hazelton Room,
605 North El Dorado Street, Stockton, CA 95202.

Are you interest to attending as a

☐ **Lead agency**

Number of people attending: _____

☐ **Potential partner agency**

Number of people attending: _____

Will you be setting up an information booth? _____

Please help us prepare informative sessions by sending any questions ahead of time so that we can respond to your needs:

Questions? _____

*Fax this form by
1 pm, Thursday February 12, 2004 to:
First 5 San Joaquin
(209) 468-8917 Fax*



Commitment to Apply Form (Form B)

All organizations interested in applying as the Lead agency for this Concept Paper must submit a Commitment to Apply Form by Tuesday, February 24, 2004 by 1 p.m.

Applicant Agency: _____ Date: _____

Name of Proposed Program: _____

Agency Address: _____

Contact Person: _____ Title: _____

Phone: (____) _____ Fax: (____) _____

E Mail: _____ Web Site: _____

Proposed project title _____

Please list the agencies that you **plan** to work with and their role in the proposed project. It is recognized this list may change for the Letter of Intent.

Agency	Role



Concept Paper – Application Form (Form C)

Applicant Agency: _____ Date: _____

Name of Proposed Program: _____

Agency Address: _____

Contact Person: _____ Title: _____

Phone: (____) _____ Fax: (____) _____

E Mail: _____ Web Site: _____

Proposed project title _____

Brief Description of Proposed Services to be provided:

CERTIFICATION AND ASSURANCE

I certify that the information provided in the Cover Sheet and Concept Paper is, to the best of my knowledge, complete and accurate and that I am legally authorized to commit the organization to the activities described herein.

Name of Chair, Board of Directors, or Authorized Representative Title

Signature Date

Proposed Strategy Impact Form (Form D)

Applicant Agency: _____

Name of Proposed Program: _____

Use this form to describe the current need areas and how your strategies will impact the outcomes. These outcomes must be the same as identified in the RFA. If an outcome is already being addressed by another program, describe these current activities and how your program will advance these activities. Include the estimated percentage of the total budget that a specific strategy might entail. An example is provided for you.

Objectives	Current Issues	Current Services	New/Enhanced/Expanded	Percentage of Proposed Budget
EXAMPLE - The supply of affordable quality child care is expanded	EXAMPLE - Community has a high percentage of working poor families with little subsidized child care	Child care facility with 25 subsidized space	EXAMPLE -Fifty new spaces for child care will be created	45%
EXAMPLE -Child care providers participate in opportunities that improve their training and education in early childhood development.	EXAMPLE – Child Care providers in a school–based center serving primarily working poor families have had little opportunity or incentive to participate in Professional Development plan	Current professional development consists of bi-annual staff trainings.	EXAMPLE –Child care providers will receive a stipend to participate in a Professional Development training program.	10%
EXAMPLE – Health and social services are integrated into child care settings	EXAMPLE – “Working Poor” children at a school–based child care center have no health insurance	No current services available	EXAMPLE – All eligible children will be assessed and referred to Healthy Families, Healthy Kids, or Medi-cal.	20%
EXAMPLE – Parental skills and knowledge in high need areas in San Joaquin County is increased	EXAMPLE –Community has a high rate of Child Protective Service calls.	Referrals to ABC agency by staff	EXAMPLE – Parents of children enrolled in to the program will receive a parent education program consisting of classroom trainings and home visitations.	15%
First 5 San Joaquin understands that to maintain the functionality of a Collaborative takes certain amount of infrastructure and management. Please describe the efforts you would foresee in supporting this collaborative.		EXAMPLE- The Lead agency will coordinate a monthly collaborative meeting and a quarterly planning session of all participating agencies.		10%

Proposed Strategy Impact Form (Form D)

Applicant Agency: _____

Name of Proposed Program: _____

Use this form to describe the current need areas and how your strategies will impact the outcomes. These outcomes must be the same as identified in the RFA. If an outcome is already being addressed by another program, describe these current activities and how your program will advance of these activities. Include the estimated percentage of the total budget that a specific strategy might entail.

Objectives	Current Issues	Current Services	New/Enhanced/Expanded	Percentage of Proposed Budget
The supply of affordable quality child care is expanded.				
Child care providers participate in opportunities that improve their training and education in early childhood development.				
Health and social services are integrated into child care settings.				
Parental skills and knowledge in high need areas in San Joaquin County is increased.				
First five San Joaquin understands that to maintain the functionality of a Collaborative takes certain amount of infrastructure and management. Please describe the efforts you would foresee in supporting this collaborative.				

Technical Assistance Request Form (Form E)

Please provide us with information about your organization and the technical assistance you require. Thank you for your assistance in this process.

First Name_____

Last Name_____

Title_____

Organization_____

Telephone_____ Fax_____

Street Address_____ City_____ Zip Code_____

Email_____

Key contact(s) from your organization authorized to request technical assistance:

Key contact 1:_____

Key contact 2:_____

Type of Assistance Requested:

For each request, please be specific as possible, including preferred timelines for completion and expected products. If you are submitting more than one request, list them in order of priority.

Please refer to these TA service areas: strategic planning/program design and program evaluation, data research, development and reporting/ coordination and integration of public/private services.

Collaborative Membership Form (Form F)

It is recognized that no single organization will have the expertise in all areas of the scope of work and that a well-qualified applicant will need to partner with other organizations. Strong interdisciplinary and interagency partnerships will be required to ensure a continuous, effective program. Please list the agencies that have tentatively agreed to work with you on this project. Please describe their role in the proposed project. Use as many pages as you need.

[illegible]